Southern Ontario Library Service

SIGNAL online

Archives

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The introductory page for the Southern Ontario Library Service is www.sols.org . From that page, you can move to any other pages created by staff at the Southern Ontario Library Service, as well as to links to resources and professional information.

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1. DELIVERY SERVICE – *Service during the December holiday period*

The SOLS offices will be closed from 5 pm on Friday, December 22, 2006 until the morning of Tuesday, January 2, 2007. The SOLS delivery service will also be closed during that same period of time.

During the week of December 18th, the SOLS delivery routes will operate on the regular schedule with the exception of Route J. For Route J only, there will be NO delivery service on Friday, December 22, 2006. Those libraries on

Route J have been notified of the route changes for Thursday, December 21, 2006.

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2. KNOWLEDGE ONTARIO

In late September, the Ministry of Culture and the Management Group of Knowledge Ontario announced that negotiations have been successfully completed to supply all publicly funded libraries in the Province of Ontario with a core suite of digital products. The resources and materials in these databases go beyond what is available on the Internet by offering full text of newspapers, magazines and books. Access to these databases will be available to Ontarians at home, work, or school.

The databases roll out across the province beginning in January 2007. Users authenticated on a library system through the web will have access to the range of information to be found in the databases. There is a preview version of the databases available from Thomson Gale (through Knowledge Ontario). In addition to the databases from Thomson Gale, Knowledge Ontario has also licensed *Canadian Reference Centre* from Ebsco.

In November, Knowledge Ontario has held its first database pilot training sessions for "cross-sector" (public, school, college) for the Thomson Gale suite of electronic resources in November, and other "cross-sector" sessions are planned. Specific training for public libraries will be organized by the Southern Ontario Library Service in the near future. This targeted training for public libraries will offer both live training and web-based sessions, and will include both content information and the details of what libraries need to do to set up the system. Users of the trial access for the Thomson Gale products will note that there is also a registration request on the screen, and while some have registered, a tutorial will be available shortly to assist libraries with this registration.

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3. CONNECTIVITY QUESTIONNAIRE

In the coming weeks, all public libraries are going to be asked to participate in a telephone survey to be conducted by staff from the Southern Ontario Library Service. This will involve all libraries, not just those who received funding through the Ministry's connectivity funding project. By doing this survey, it will help the Ministry to get a better picture of the level of connectivity in Ontario public libraries, and will illustrate the need for connectivity. As preparation for the survey, each library should identify a contact person from the library who would be able to participate in this survey.

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4. COOL – CONSORTIUM OF ONTARIO LIBRARIES

COOL will continue to offer products – COOL, a buying group for electronic web-based journals, magazines, ebooks and other products, was first established in **1998** when the group negotiated deals on four different electronic products. Since that time, many, many products and services have been offered to libraries through COOL. While libraries will have free access to a series of databases and products from Thomson Gale and Ebsco through the Knowledge Ontario project, COOL will continue to offer consortium purchasing for other electronic products and services. Subscriptions for a number of products and services are announced here.

Over the past month, **four different product lines** were made available through the COOL buying group. In each case, an e-mail, with details of the offer, was sent to the Library CEO, as well as to the COOL contact person in the library. For further details on any of the offers, or for trial access, please contact Brenda Lewis, Information Services Representative, at the SOLS Toronto office by telephone at 416-961-1669, ext. 5130, or 1- 800-387-5765, ext. 5130 or by e-mail at blewis@sols.org. **The web address** for COOL information is http://www.sols.org/resourcesharing/coolcpa/index.htm

a. **EBSCO products** - On November 7th, Brenda Lewis sent messages to all SOLS CEOs regarding the Ebsco subscription offers for the coming year. Specific products from Ebsco include *MasterFILE Premiere*, *MasterFILE Elite*, *Literary Reference Centre*, *Consumer Health Complete*, *Primary Search and Middle Search Plus*, *Canadian Literary Centre*, *MagillOnLiterature Plus*, *Auto Repair Reference Centre* and *NoveList*. The basic pricing from Ebsco is for a single site, but EBSCO is able to offer pricing for multi-site libraries based on number of branches, population served, and cardholders, and quotes on these arrangements can be provided. The deadline for ordering Ebsco is **Friday, December 15, 2006**. Please note that as Knowledge Ontario has chosen EBSCO's Canadian Reference Centre database, Ebsco will be contacting all present subscribers of the *Canadian Reference Centre* on a case by case basis.
b. **Facts on File** – There are several products from **Facts on File News Services**. The *FACTS.com* database covers more than 60 years of *Facts on File World News Digest*, plus selected contents from six other reference databases. The *Issues and Controversies on File* (ICOF) database covers over 70 controversial topics handled each year, with files back to 1995. *Today's Science on File* (TSOF) includes science information that updates textbooks. The *World Almanac Reference Database* (WARD) includes hyperlinks to *World Almanac Encyclopedia* and informative websites. Facts for Learning Services (FFL) features works from a variety of sources including: *Weekly Reader* and the *World Almanac Book of Facts for Kids*. Trial access for Facts.com

Services is available now until December 15, 2006. The deadline for Facts on File products is **Thursday, November 30, 2006**.

c. **Globe and Mail "Canada's Heritage from 1844"** - In partnership with *The Globe and Mail*, Micromedia ProQuest is offering this digitized archive tracking day-to-day life in Canada and around the world from 1844 to December 2003. This is an online digitized full-image version of the complete works of *The Globe and Mail* newspaper since its inception as *The Globe* in 1844. Trial access is available for this product. Only new subscribers who confirm by the response deadline will be eligible for an additional 10% discount. The response deadline for ordering / renewals is **12 noon, Friday, December 15, 2006**.

d. **Electric Library Canada and Electric Library Elementary** - The information package for offer for Electric Library Canada and Electric Library Elementary for 2006, offered to the COOL public library sector, was distributed via e-mail on November 14, 2006. For those renewing, all that is required is a confirming e-mail to Brenda Lewis. New subscribers need to submit a completed registration form by December 15th. New subscribers will receive an additional 10% discount year one, if the order is placed by the deadline. The deadline for ordering is **Friday, December 15, 2006**.

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5. INFO DATABASE – *Absolute deadline for submissions is Friday, December 8, 2006*

This message was also distributed through the SOLS INFO Administrators listserv on Tuesday, November 28th. The deadline for shipping your INFO union catalogue submissions by SOLS courier was last Friday (November 24, 2006). If you have a submission, at this point, you can either send your submission by Purolator courier to **Reference Press** in Teeswater, Ontario, or you can use the FTP method to submit your database. The deadline for all submissions is Friday, December 8, 2006. After sending your submission, please remember to visit the online confirmation of submission form and fill in the details. This is an important final step. Complete INFO submission procedures, including shipping labels for courier packages, are found on the SOLS website at http://www.sols.org/resourcesharing/INFO/db/procedures.htm.

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6. VDX DURING THE DECEMBER HOLIDAY PERIOD

VDX Request Freeze over the holidays - Many Interloan departments will be closed over the Christmas/New Year holiday period. Consequently, INFO VDX has been configured to freeze requests from moving on to the next location in a rota for the period from Friday, December 22, 2006 to Tuesday, January 2, 2007. If your library is shutting down during that period, you need **not** notify the SOLS Helpdesk as this blanket rota freeze will cover it. If your library will shut down much earlier than that, do let Helpdesk know so we can suspend your location. Interloan requests can still be issued during this time and will go to the first location but will not move on unless that first location deals with it.

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7. FUNDING OPPORTUNITIES

a) Ontario Trillium Foundation- Next deadline is March 1, 2007

Under the OTF community program, applications for grants for municipal libraries serving small communities (populations of 20,000 or less) must be submitted through the municipality. Applications for grants for **county libraries** serving small municipalities (populations of 20,000 or less) must be submitted through the County Library Board. Applications for grants for **First Nation libraries** must be submitted through the First Nation's Band Council. A copy of the application process is posted on the Foundation's website at http://www.trilliumfoundation.org/OTF-English/new/index.htm. There is also a link to the Trillium website from the main SOLS page at www.sols.org. The remaining deadline for the 2006 round of applications was November 1st – at 5:00 pm on the deadline date. The grant will continue in 2007 with the first deadline being March 1, 2007.

b) ABC CANADA Literacy Foundation – Deadline is Friday, December 15, 2006

The *ABC CANADA Literacy Foundation* is once again accepting applications from public and school libraries and literacy organizations across the country to advance their reading programs. Gift of Words™, presented by Starbucks, is a national funding initiative that provides resources for libraries and literacy organizations to expand their book collections and launch reading circles that encourage students, their teachers and parents to read and learn together. The deadline for applications is December 15. For more information and application guidelines, visit: www.abc-canada.org/gow.

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8. LIBRARY TRUSTEE INFORMATION

a) Library Board Orientation Kit -

The fifth edition of ***Library Board Orientation Kit*** was published in 2004. Originally called the ***Trustee Orientation Kit***, this publication began in 1991 as a component of the Library Trustee Development program that was led by the Southern Ontario Library Service (SOLS) and supported by Ontario Library Service-North (OLS-N), with the assistance of the Ministry responsible for public libraries. For the first five editions, a print copy was distributed to each trustee and CEO in Ontario public libraries. However, please be aware that for the 2006 round of municipal elections, there will not be a new edition of the ***Library Board Orientation Kit***, nor will additional copies of the print version be available for distribution this year.

Through the changes made over five editions, we feel that the text remains just as relevant today as it did in 2004. Rather than re-distribute a new edition, or more print copies of this edition, we suggest that you continue to use the same copies where there are returning trustees. You might also be able to pass along copies of the ***Library Board Orientation Kit*** used by retiring trustees, or if you wish, you can make copies of the publication using a print copy that you might have or by using the downloadable copies available in the publications section of the SOLS website at http://www.sols.org/publications/kits/boardorientation/index.htm .

At that site, you will find several options. You can just add the one page addendum to the front of each existing 2004 kit. To complete the kit revisions, you would also add the pages showing the updated list of "Acronyms and Selected Terms", in Module 1. If you wish to actually replace the actual pages in each existing kit, where a change has been made, versions of these six individual pages are provided. Again, to complete the kit revisions, you would also add the pages showing the updated list of "Acronyms and Selected Terms", in Module 1. And finally, if you wish to print off new copies of the complete 2004 version of the ***Library Board Orientation Kit***, including the six corrected pages, files are provided to you.

If you have any questions about this publication or the update, please contact trustees@sols.org

b) Appointing new boards –

We have had a number of questions regarding the appointment of the library board. Section 10 of the ***Public Libraries Act*** covers the appointment of board members, for example, in sub-section 3, that a "board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one or more further terms." To assist libraries in sorting out the various requirements, the Ministry of Culture has provided a list of 44 frequently asked questions regarding the terms of the ***Public Libraries Act*** on their website. A few of the responses pertaining to the new boards have been reprinted here for your convenience. One of the key clauses is that the existing library board continues until the new appointments are made. This would include any outgoing municipal council members who are members of the existing library board.

> **17. How are libraries governed?** Public libraries are governed by public library boards which are corporations established under the Public Libraries Act.
>
> **18. Can a library be governed by a committee of council?** The *Public Libraries Act* does not provide for committee of council governance for libraries. A library may be governed by a committee of council only if a Private Statute has been enacted that allows for governance by a committee of the particular council.
>
> **19. When are library board appointments made?** Board appointments are made at the first meeting of council in each term. If the council fails to make the appointments at its first meeting, it must do so at any regular or special meeting held within sixty days after its first meeting. The existing library board continues until the new appointments are made.

c) Advertising for new board members –

It is a requirement of the **Public Libraries Act** (Section 11.1), that "The clerk of the appointing municipality or county or, in the case of a union board, the clerks of the affected municipalities shall give public notice of vacancies on the board by publishing a notice of them, inviting applications, in a newspaper of general circulation in the municipality." As the board members were appointed for a term concurrent with the municipal council, then there are vacancies. As an example, some advertisements include information on 'who is eligible', 'what is the level of commitment required', information on how to apply and the deadline.

d) Trustee Training opportunity -

In November, a message was sent to all SOLS CEOs regarding OLBA's Conference within a conference called "Leadership By Design", which is set for Friday, February 2, 2007 from 9:00 am to 5:00 pm. This message was also distributed via the various SOLS Trustee Council listservs. "Library Leadership by Design" is a six-part all-encompassing board development program that is accessible, affordable and absolutely relevant to the needs of library boards and CEOs. OLBA is focusing on library boards and CEOs who understand the importance of community leadership, espouse the value of public libraries, and have the will to embark on this vital leadership opportunity. "Leadership by Design" will include a presentation by Glen Murray (see page 9 of the OLA Super Conference 2007

program - "Solutions in a Changing Landscape" for more information). There is FREE registration to the entire *OLA SuperConference* for first-time library board members and, for all returning library board members, the Early Bird Registration Rate applies right up until the time of the conference. More information on the *OLA Superconference* and the *"Leadership by Design"* conference is posted on the OLA website at www.accessola.com.

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9. SOLS TRAINING WORKSHOPS

This fall, SOLS provided a variety of workshop topics. For those of you who took advantage of the opportunity to attend a workshop, we hope that you enjoyed your time. SOLS staff will be organizing a number of workshops in the spring. Watch for further announcements on the workshops in the new year, both in *Signal* and on our website at http://www.sols.org/librarydev/training/clinicsworkshops/index.htm .

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10. EXCEL – DISTANCE EDUCATION FOR PUBLIC LIBRARIES - *Registration deadline – Friday, January 5, 2007*

SOLS has been offering its distance education program, EXCEL, since 1998. Over 500 individuals have completed the requirements for the certificate program, and many more have taken specific courses of interest to them. The information about the **2007 Winter** semester of the EXCEL program, as well as a registration form, has been posted on the SOLS website at http://www.sols.org/librarydev/training/excel/registrationinformation.htm. The registration deadline is **Friday, January 5, 2007**.

In **English**, we are offering the following courses for the Winter semester:

1 – Introduction to Public Libraries
5 – Library Marketing
7 – Collection Development for Children
8 – Collection Development for Young Adults
9 – Collection Development for Adults
11 – Communication Skills
12 – Collection Organization - revised for this semester
16 – Professional Development (web-based)
17 – Electronic Information Sources (web-based) – revised for this semester

In **French**, we are offering the following courses for the Winter semester:

1. Introduction aux bibliothèques publiques
6. Principes de base du développement des collections
12. Organisation des collections – revise
16. Formation Professionnelle

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11. TD SUMMER READING PROGRAM 2007 - *Registration is now open.*

The **theme** for summer 2007 is *"Lost Worlds / Civilisations disparues"*. The concept includes:

- Archaeology (digs, hieroglyphs, etc.)
- Adventures and expeditions (Indiana Jones, Carmen Sandiego, etc.)
- Time travel
- Hidden treasures & Pirates
- Lost civilizations on Earth, buried cities and lost tribes/empires - Easter Island, Alexandria, Aztec, Vikings, Pharaohs/the Great Pyramids, Toltec warriors, etc.
- Tales & Mythology - Atlantis, Gods and Goddesses
- Mysterious civilizations, enigmas, monoliths - http://www.crystalinks.com/ancient.html

The **illustrator** for the 2007 program is Joe Weissman, from Millbrook, Ontario.

The **registration form** for 2007 program is now posted on the SOLS website. There is a link from the main SOLS page at www.sols.org to the registration form. The deadline for registration will be **Friday, January 26, 2007**.

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12. SOLS PUBLICATIONS

A few years ago, SOLS published three publications in the "Library Development Guides" series, and more are planned for the new year. Library Development Guides are a series of guides produced by SOLS on key issues in public library management. Topics selected are in response to requests from library staff. A copy of the print edition was sent to every library in southern Ontario. Additional print copies are available for purchase and a list of these titles is posted on the SOLS website at http://www.sols.org/publications/ldguides/index.htm. Current publications are:

1. ***Strategic Hiring: A Guide to Staff Recruitment***. April 2003, 102 pages. Prepared by Barbara Baker for SOLS. While the Guide is written primarily for the CEO's of small and medium sized libraries, it is intended to be used by staff in all sizes and types of libraries as they deal with the staff recruitment process. The intent of the guide is to coach staff through the process, not to provide a template. The guide links recruitment for any library position to the library's overall strategic plan, and encourages strategic thinking about staff recruitment and how it relates to overall library service.

#2. ***Coaching for Service and Success: A Guide to Performance Feedback***. August 2003, 77 pages. Prepared by Beth Cada for SOLS. This guide is intended to coach CEOs and library supervisors through the performance appraisal process. It is not meant to be a template, but describes and outlines an approach to performance appraisal. It introduces best practices and manageable strategies for improving employee performance, and fostering a strong service commitment.

#3. ***Ontario Public Library Purchasing Guide***. Autumn, 2004, 153 pages. Prepared by Daryl Novak and Randee Loucks of SOLS and Michael Monaghan of LSC. This guide is written to assist library staff members responsible for the purchasing function. Changes to the Municipal Act require all public libraries to adopt purchasing policies for their libraries even if their purchasing is done by the municipal purchasing department. This guide will also assist libraries to create an RFP for materials that will elicit the lowest cost solution for the library.

An earlier publication series from SOLS was the *Small Library Kits*. Many of these publications are now dated, but the still-relevant titles have been posted on the SOLS website at http://www.sols.org/publications/kits/smalllibrary/index.htm. Included in this series is a popular title, called ***Initiating a Friends of the Library Group***.

Most of the ***Trustee Tips*** and ***Trustee 20/20*** publications are still available through the SOLS website. The Trustee Tips are posted on SOLS website at http://www.sols.org/publications/trusteetips/index.htm.

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13. TELLING OUR STORIES – *Deadline for on-line public voting extended to December 15th*

During Public Library Week, the Federation of Ontario Public Libraries (FOPL) launched *Telling Our Stories*, a province-wide contest that will highlight and celebrate the positive impact of public libraries on the lives of residents of Ontario. Ontario residents were invited to share their personal stories of how public libraries have made a difference to them or their families. The deadline for entering stories is midnight on **Thursday, November 30, 2006**.

The top three winning stories will be awarded cash prizes (First prize $1,500; Second prize $1,000; Third prize $500). In addition, a donation of $250 will be made in the name of the top three winners and the top 10 runners-up to the Ontario public libraries of their choice. Stories will be voted on by the public, online, and a short list will be presented to a panel of distinguished judges for their final decision.

To ensure high participation by Ontario residents, both for story submissions and public voting for their favourite stories, the Federation of Ontario Public Libraries has partnered with Ontario's educational media organization, TVO. TVO will promote the contest on air and encourage Ontarians to participate. Ontario's French-language educational broadcaster, TFO, is also promoting the contest on air and online. French language submissions can be made at www.tfo.org/racontonsnoshistoires.

In the update from November 27, 2006, it was announced that the deadline for on-line public voting has been extended to midnight on December 15, 2006. To date, there have been 444 stories entered into the contest and 7,315 public votes cast.

In addition, library staff and library board members are asked to participate in the library ratings. This work also continues until December 15th, with 728 library ratings already posted. In the library rating system, libraries can read and rate the stories online at http://fopl.countingopinions.com/libraries/index.php. Once you log in to this secure site (using the access code provided to your library), click on "Contest entries - Judge entries" on the menu at the top left. Stories will appear randomly and can be rated using a 100-point scale. The library rating will help FOPL to identify the best stories to present to the panel of judges. Library rating scores will be combined with public votes to provide us with a short-list of the best stories, from which the judges will choose the final winners. Library rating is also an excellent way to get your staff and board members involved in the contest and to make them aware of the wonderful

things being written about our public libraries. If you can't find your access code to enter the secure site, please contact Irene Moore at irenem1@shaw.ca

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14. SOLS CEO LISTSERV

SOLS maintains a list of all the e-mail addresses for SOLS CEOs. It is this list that is used to distribute **Signal**. Several times throughout the month, you may also receive other messages from SOLS. This month, the following messages were sent:

- On October 30 and November 2, 6, 9, 13, 20, 27 and 29, Sue Walls distributed messages regarding the "Telling our stories" program. More information on the program is included in this issue of Signal.
- On October 30th, Laurey Gillies provided information on the launch of the Knowledge Ontario project on Monday, November 20, 2006 at the Metro Toronto Convention Centre.
- On November 7th, Brenda Lewis sent messages regarding the Ebsco and Facts on File subscription offers for the coming year. The deadline for ordering Ebsco is Friday, December 15, 2006. The deadline for Facts on File is Thursday, November 30, 2006. More information is included in this issue of Signal.
- On November 8th, Brenda Lewis sent a message regarding INFO database submissions. More information is included in this issue of ***Signal.***
- On November 13th, Daryl Novak sent a message regarding the Accessibility for Ontarians with Disabilities Act. More information is provided in this issue of Signal.
- On November 13th, Brenda Lewis sent a message about the offer for *Proquest's "Globe & Mail, Canada's Heritage from 1844"*. The deadline for ordering is 12 noon, **Friday, December 15, 2006**. Again, more information is included in this issue of **Signal**.
- On November 14th, Brenda Lewis sent a message about the offer for Electric Library Canada and Electric Library Elementary. The deadline for ordering is **Friday, December 15, 2006**.
- On November 15th, Daryl Novak forwarded information from the Board of the Thunder Bay Public Library to announce the appointment of Gina La Force to the position of Chief Executive Officer.
- On November 17th, Laurey sent a message regarding OLBA's Conference within a conference called "Leadership By Design" which is set for Friday, February 2, 2007 from 9:00 am to 5:00 pm.
- On November 27th, Laurey Gilles provided information regarding the 2007 Canada Reads program which will air from February 26th to March 2nd, 2007. For more information, the website address is www.cbc.ca/canadareads. This year, the winning panelist of each of the past five years will return to defend these five books:
    - *Children of My Heart* (Ces Enfants de ma vie) by Gabrielle Roy, (McClelland & Stewart)
    - *Stanley Park* by Timothy Taylor, (Random House)
    - *Song of Kahunsha* by Anosh Irani, (Doubleday-Random House)
    - *Natasha and Other Stories* by David Bezmozgis, (HarperCollins)
    - *Lullabies for Little Criminals* by Heather O'Neill, (HarperCollins)

If you did not receive these messages, and would like further information, please contact the SOLS HelpDesk at 1-800-387-5765, ext. 4, or by e-mail to helpdesk@sols.org.

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